

**TOWN OF ARLINGTON  
MASSACHUSETTS**  
Purchasing Department

**REQUEST FOR PROPOSALS  
#23-63**

The Town of Arlington, hereinafter the "Town", is seeking proposals from qualified individuals and firms to provide:

**LANDSCAPE ARCHITECTURAL DESIGN SERVICES  
BRACKETT ELEMENTARY SCHOOL PLAYGROUND**  
66 EASTERN AVE, ARLINGTON, MA

Proposals must be submitted no later than 4:00 p.m. on **Thursday, October 26, 2023**, at the Office of the Town Manager/Purchasing Department, Town Hall Annex – 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, Arlington, MA 02746, or electronically via email to [mdenatale@town.arlington.ma.us](mailto:mdenatale@town.arlington.ma.us).

The Town of Arlington reserves the right to cancel any request for proposals and/or to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town to do so.

A mandatory pre-proposal conference will be held at the site on Thursday, October 19, 2023, at 10:00 a.m.

Any questions or requests for clarification regarding this RFP should be submitted in writing and sent via email to [mdenatale@town.arlington.ma.us](mailto:mdenatale@town.arlington.ma.us), and must be received no later than 4:00 p.m. on Friday, October 20, 2023. Any addenda to this Request for Proposals will be posted to the Town's website at [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing).

TOWN OF ARLINGTON

James Feeney  
Town Manager

October 12, 2023

## **Request for Proposals**

### **#23-63**

Landscape Architectural Design Services  
Brackett Elementary School Playground  
66 Eastern Avenue, Arlington, MA

The Town of Arlington is seeking proposals from qualified landscape architects to provide design and construction administration services for upgrades to the Brackett Elementary School Playground at 66 Eastern Avenue, Arlington.

Services include design through construction administration. The selected designer will also provide testing of existing materials.

The scope of the project consists of replacement of play structures, poured in place rubber surfacing, rubber mulch, and bituminous surface. The estimated cost of construction is \$600,000.

Proposals must be submitted no later than 4:00 p.m. on **Thursday, October 26, 2023**, at the Office of the Town Manager/Purchasing Department, Town Hall Annex – 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, Arlington, MA 02746, or electronically via email to [mdenatale@town.arlington.ma.us](mailto:mdenatale@town.arlington.ma.us).

### **Scope of Services**

The Scope of Services for this project includes:

- ☐ Site observations and review of existing documents provided by the Town.
- ☐ Any necessary survey work (a separate price proposal must be submitted for this work).
- ☐ Preparation of illustrative site plans of potential site improvements and alternatives during design and all other phases of the project.
- ☐ Narrative description of proposed improvements describing the anticipated design and construction, including detail about play equipment.
- ☐ Detailed cost estimate from preliminary design to final design (each phase).
- ☐ Estimated construction schedule for final project.
- ☐ Regular meetings with representatives of the Project Working Group (five minimum) one public hearing, and meetings with permitting agencies as necessary.
- ☐ Preparation and presentation of the final design phase to the Project Working Group for approval, including 3-D renderings.
- ☐ Preparation of construction documents, bid documents, addenda and supporting bid materials and services, including assistance with the bid opening and bidder evaluations/selection.
- ☐ Construction oversight and final inspection.

## **Proposed Project Schedule**

- ☐ Issue RFP for Design Services – October 12, 2023
- ☐ Mandatory Pre-proposal Conference – October 19, 2023, 10:00 a.m.
- ☐ Questions/Requests for Clarification – October 20, 2023, 10:00 a.m.
- ☐ Design Services Proposals Due – October 26, 2023, 4:00 p.m.
- ☐ Interviews – Week of October 30, 2023
- ☐ Notice to Proceed – November 2023
- ☐ Complete Design – January 2024
- ☐ Bid Project – January/February 2024
- ☐ Contract Administration – March 2024 to completion

The following disciplines or areas of expertise may be required to support the prime consultant:

- Civil Engineering
- Cost Estimating
- Materials Testing

Standards:

- The Town would like to install equipment made in America for ease of replacement parts.
- The Town would like to install materials that are resilient to weather and abuse.
- The Town utilizes an integrated design approach involving input from a broad range of stakeholders.

## **Proposal Submission Requirements**

The response to this RFP can be in letter form and should include the following information:

- ☐ Relevant Experience
- ☐ Project Team
- ☐ Approach – Project and Community Input
- ☐ Proposed Detailed Schedule
- ☐ Fee Proposal
- ☐ Separate Fee Proposal for necessary Survey Work
- ☐ Signed Certificate of Non-Collusion and Tax Compliance Certification (attached)

Proposals should not be submitted in three-ring binders or with acetate covers.

## **Selection Criteria**

The selection criteria will include the firm's demonstrated ability to produce the work within the time frame set forth by the Town, the quality of the written proposal and approach to completing the project, experience with similar projects, and the proposed fee. The Town will conduct an interview prior to the final selection; the quality of the interview and the answers to any questions will be considered in the selection process.

### **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

---

Signature of individual submitting bid or proposal

---

Name of business

**THIS NON-COLLUSION FORM MUST BE SIGNED AND  
SUBMITTED WITH THE BID OR PROPOSAL**

### **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, the undersigned, acting on behalf of the Contractor, certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

Signature of Individual submitting bid or proposal

---

Name of business